

# JOIN OUR TEAM

## Community Development Director Opening

*A great chance to join the City of Newberg team in a leadership role.*



A photo of the Newberg Welcome Sign

The City of Newberg is offering an opportunity to make big city impacts in a community with a cozy, small town atmosphere.

We are looking for someone who will help grow opportunities and implement the city's key development initiatives.

Community members gather for a city visioning event



### *Interested in learning more?*

Read on for details about the City of Newberg's employee culture and benefits and about the part the Community Development Director (CDD) position plays in shaping Newberg's community.

**\$119,409-\$152,854**

Recruitment through **GOVERNMENTJOBS.COM**

*<https://tinyurl.com/cddapplication>*

Job posting will remain open until filled.



One of the dozens of local vineyards located in the Newberg area

## About Newberg

Incorporated in 1889, Newberg is a welcoming community of just over 26,000 residents that boasts a rich history and is a well-connected hub in the Willamette Valley. Located just 45 minutes from Portland and nestled in Oregon wine country, Newberg offers a diverse mix of commercial, industrial, and service sector opportunities for its residents and businesses. Additionally, Newberg is home to local assets such as the Willamette River, Chehalem Cultural Center, George Fox University, and Providence Hospital, which lets the city embrace its motto of being **“A Great Place to Grow.”**

## What’s on the horizon for Community Development?

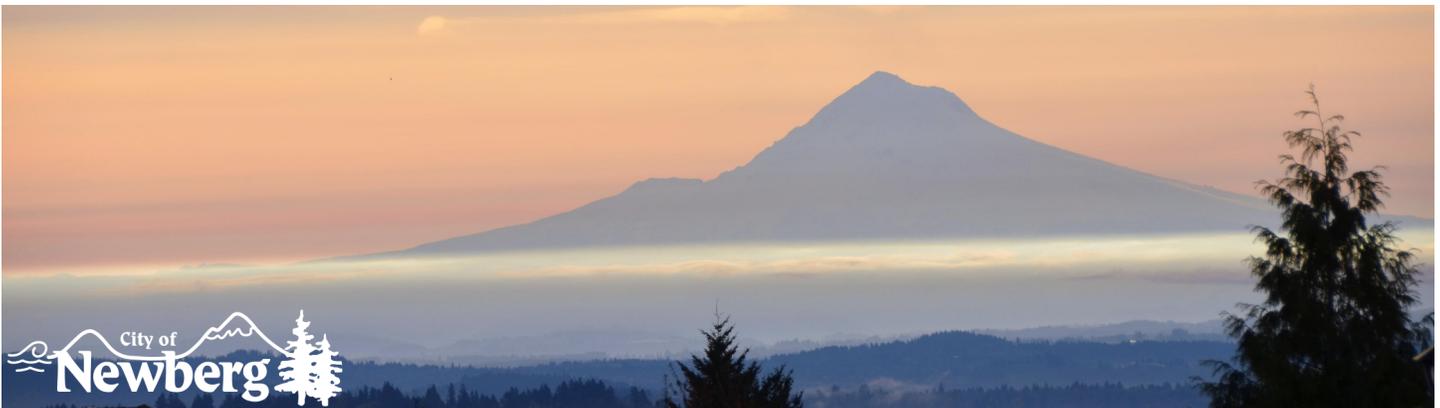
The Community Development Director (CDD) leads projects and programs related to long-range planning, land use, and development that will impact the vitality of the city. To coordinate these areas, the CDD must have deep technical knowledge, be able to build relationships with numerous stakeholders, and possess the skills to develop a strong customer service-oriented team in the Community Development Department.

The new CDD will play an active role in emerging strategic initiatives of the city including industrial area revitalization projects, urban renewal district administration and related development agreements, and leadership within downtown improvement projects.

**Check out our website here:**

<https://www.newbergoregon.gov/cd>

A view of Mt. Hood from the Newberg area

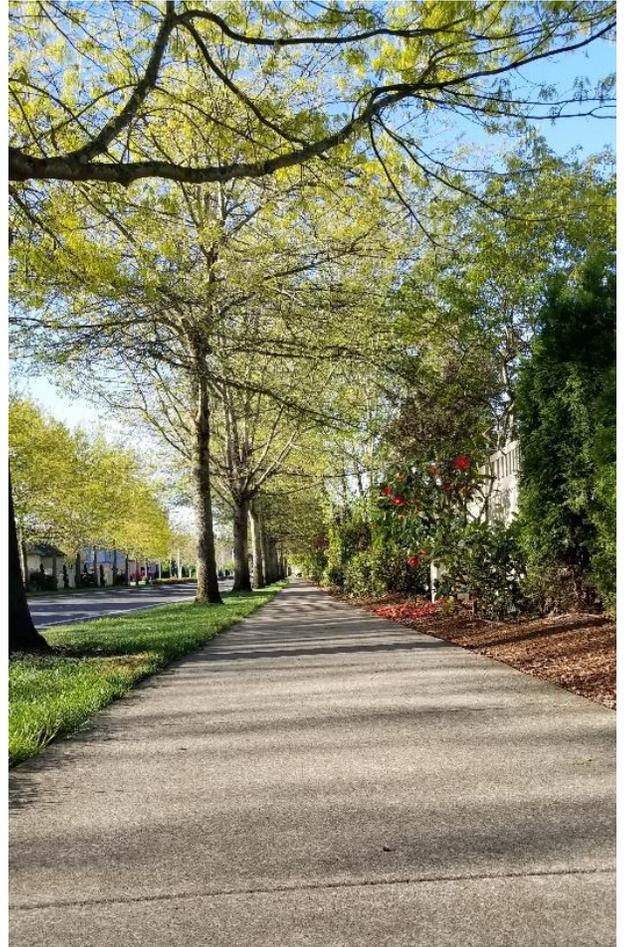


## The Ideal Candidate

The Community Development Director is an essential part of the City's executive leadership team which includes reporting directly to the City Manager and working closely with other Department Directors.

The position oversees and is responsible for a team of 10 full-time and part-time employees as well as an annual budget of approximately \$4.3M.

It will be important for the CDD to be prepared to train and develop staff who administer local development and building codes to ensure that projects move smoothly from pre-application through building occupation with a focus on reliability and good customer service. This requires a thorough understanding of Oregon land use laws and regulations and a deep well of supervisory and managerial experience.



The view down a sidewalk in Newberg



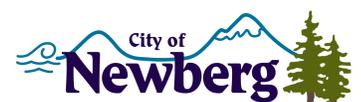
A lavender plant at a local lavender farm

## Education and Experience

- Master's degree from an accredited college or university in Public Administration, Urban and Regional Planning, Urban Design, Business Administration, or a related field.
- Minimum ten (10) years of experience in a closely related field preferably in a state or local government environment, five (5) years of which were at a professional management level and includes a minimum of two (2) years of supervisory experience.

**Full job description can be found at this link:**

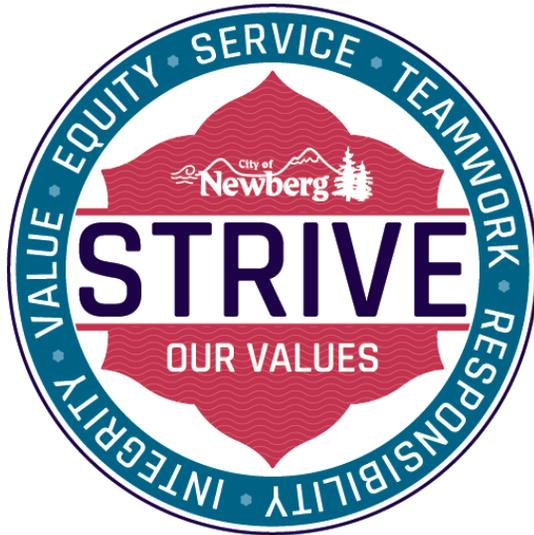
**<https://tinyurl.com/cddpositiondescription>**



## Our Values

Here at the City of Newberg, we strive to do the best for our community and residents. We expect all of our employees to inhabit the values we collectively chose to represent the way we work.

STRIVE represents six values that we use to determine our actions, priorities, and how we work each day. Those values are:



**S**ERVICE  
**T**EAMWORK  
**R**ESPONSIBILITY  
**I**NTEGRITY  
**V**ALUE  
**E**QUITY

## Benefits

**\$0 Health Insurance** – Medical, Dental and Vision for the whole family with no employee contribution. \$250 deductible plan!

**12 Paid Holidays** + 80 Hours of Administrative Leave (calendar pro-rated)

**1 Floating Holiday**

**8 hours of vacation** and **8 hours of sick leave** monthly

**Annual step increase** on January 1

**COLA on July 1** (per budget approval).

**PERS PICKUP** – City makes the 6% employee contribution of your salary towards Oregon PERS.

**Employer paid Life Insurance** (1.5 times annual salary), ADD and LTD.

**Wellness program** with monetary incentives.

Employee appreciation event at the Public Works Yard



## Recruitment Timeline

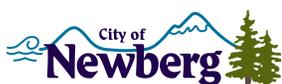
- Position open until filled.
- Review of applications.
- Virtual Interviews: Beginning first round of interviews mid-December with local peer contribution.
- In-person Interview: including engagement from the community.
- Staff lunch roundtable (just for fun).
- Hiring and onboarding. Welcome to the team!

***Do you have the skills to join our team as the new Community Development Director?***

If the details on the previous pages fit your qualifications and interests, scan the QR code or use the link to access the job description and application.

**Questions?** Contact Alison Seiler  
[alison.seiler@newbergoregon.gov](mailto:alison.seiler@newbergoregon.gov) or  
call **503.537.1245**

**Apply Now!**



**<https://tinyurl.com/cddapplication>**